



**State of Montana**  
**Department of Military Affairs**

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**2012 Agency Biennial IT Report**  
**Fiscal Year 2011-2012**

August 2012

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## EXECUTIVE SUMMARY

The Department of Military Affairs (DMA) consists of the Air and Army National Guard, Centralized Services (CSD), Youth ChalleNGe, STARBASE, Disaster and Emergency Services (DES), and Veterans Affairs (VA) and is administered by the Adjutant General.

DMA also provides support for the State Emergency Coordination Center (SECC), the State Mobile Command Vehicle, and develops, enhances, and maintains DMA's website and LAN.

As Military Affairs continues to successfully fulfill its mission, DMA may expect to support new web development and database projects with an IT component, as well as continue to support existing applications and infrastructure to meet the service demands of Montana Veterans. As Military Affairs improves Web functionality offered to customers, a higher demand may be placed on government wide infrastructure and services.

<b>Initiative Status</b>	<b>Total</b>	<b>Fully Funded</b>	<b>Unfunded</b>	<b>Partially Funded</b>
Completed				
Substantially Completed				
Deferred				
Delayed				
Cancelled				
Remain on-going by design				

## SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS & OBJECTIVES

### *Goal Number 1:*

#### **ITG 1**

##### **Electronic Filing System**

**Description:** Develop and implement an electronic records management system.

**Benefits:** What benefits are realized and who realizes the benefits? Efficient management and control of documents in support of DMA activities needed to support the primary functions of the agency.

##### **Supporting Objective/Action**

#### **ITO 1-1**

##### **Electronic Filing System**

**Accomplishments** (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 85%):

Reviewed business requirements and established needs. We are 90% complete.

**Status** (completed, substantially completed, deferred, delayed, cancelled, or on-going):

Ongoing

##### **Supporting Objective/Action**

#### **ITO 1-2**

##### **Electronic document storage**

**Describe the business requirements or business problem driving this objective:** No current document filing system in place.

**Describe the benefits to be derived from the successful completion of this objective:**

Enables the department to better manage document and records retention.

**Describe the anticipated risks associated with this objective:**

Continued loss of state employee productivity

**Describe how this objective supports the agency IT goal**

State and the customer should gain efficiencies.

**What is the timeframe for completion of this objective::**

Complete by calendar year end 2012

**Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?:**

**Successful implementation of file system.**

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**Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):**

**Reviewed business requirements and established needs. We are 90% complete.**

**Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):**

**Ongoing.**

## ***Goal Number 2:***

### **ITG 2**

#### **State Crisis Management System**

**Description: Develop and implement an electronic crisis management system.**

**Benefits: What benefits are realized and who realizes the benefits? Efficient management and control of emergencies and disasters for the state of montana in support of DMA activities needed to support the primary functions of the agency.**

**Does this goal support the State IT Strategic Plan? Yes, improved busines and IT services.**

#### **Supporting Objective/Action**

##### **ITO 2-1**

**Effectively manage emergencies.**

**Describe the business requirements or business problem driving this objective: Instant and constant information for emergency management.**

**Describe the benefits to be derived from the successful completion of this objective: Maximize use of emergency services.**

**Describe the anticipated risks associated with this objective: Continued loss of timely emergency management.**

**Describe how this objective supports the agency IT goal This provides for better utilization of state resources**

**What is the timeframe for completion of this objective:: Complete by calendar year end 2011**

**Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?: Business approval of implemented system**

**Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):**

**Gathered information from multiple entities. Held training and informational classes for multiple entities. Project 100% complete.**

**Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):**

**Ongoing.**

**Supporting Objective/Action**

**ITO 2-2**

**Effectively manage disaster and emergencies**

**Describe the business requirements or business problem driving this objective: No current management system in place.**

**Describe the benefits to be derived from the successful completion of this objective:  
Enables**

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**the department/s to better manage emergencies.**

**Describe the anticipated risks associated with this objective: Continued loss of state employee productivity and resources**

**Describe how this objective supports the agency IT goal State Federal, and local gov and the customer should gain efficiencies.**

**What is the timeframe for completion of this objective:: Complete by calendar year end 2011**

**Describe the critical success factors associated with this objective; i.e., how will you know when it has been successfully completed?: Successful implementation of emergency management system.**

**Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):**

**Gathered information from multiple entities. Held training and informational classes for multiple entities. Project 100% complete.**

**Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):**

**Ongoing**

## SECTION 2: IT INITIATIVES STATUS UPDATES

(Copy and paste the above format here to describe additional IT Initiatives.)

## SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2010 IT plan and 2011 IT plan update.